



JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

PARALEGAL, CONSUMER PROTECTION DIVISION

Provides paralegal support for two Consumer Protection litigation attorneys. Reports to Director of Consumer Protection and facilitates coordination with Litigation Division on consumer litigation cases.

Duties:

- Assist in the discovery phase of litigation. Prepare and respond to interrogatories, discovery requests and subpoenas; contact parties and other witnesses to obtain documents and responses to discovery; keep track of due dates, and prepare discovery-related motions.
- Identify, collect and prepare evidentiary materials in support of motions for summary judgment, including affidavits and documentary evidence.
- Perform legal research and assist in trial preparation, as required.
- Provide paralegal support to two Consumer Protection litigation attorneys and, as needed, for other attorneys who are assigned to cases handled by the two Consumer Protection litigation attorneys.
- Answer telephones; prepare correspondence, pleadings, and legal documents for filing in state or federal courts; maintain case files and attorney calendars; and obtain case information upon request from court personnel and opposing counsel.
- Other duties and projects as assigned by the supervising attorneys.

Skills:

- Paralegal degree or equivalent work experience.
- Background in either consumer finance or healthcare compliance preferred.
- Ability to work collaboratively in setting that requires close coordination between Consumer Protection Division and Litigation Division.”
- Strong legal research and writing skills.
- Proficient computer skills required to include, but not limited to, Microsoft Word, Excel, Time Matters, e-discovery software, and various case management tools.
- Good client relations skills, including ability to work with consumers to obtain information in a timely manner.
- Familiarity with civil discovery process, including knowledge of the various forms of discovery and appropriate objections.
- Familiarity with summary judgment process, including admissibility of evidence.
- Strong organizational skills required, including the ability to manage large volume of cases, including monitoring of due dates and prompting of consumers to respond when required.
- Awareness of ethical concerns, including need for confidentiality.